

# WASHINGTON STATE 4-H FAIR

## TRUSTEE GUIDELINES

The Washington State 4-H Fair is a collaborative community event showcasing and promoting the achievements and talents of youth as they work toward building their successful future.. We accomplish this by:

1. Providing educational experiences relating to projects, activities, personal skills, and accomplishments;
2. Providing recognition and inspiration to 4-H members and leaders toward greater achievement;
3. Providing an opportunity and challenge to broaden relationships with other youth and adults and with other 4-H programs;
4. Providing a dynamic and comprehensive review of 4-H and its accomplishments to the people of the State of Washington;
5. Educating and engaging the community;
6. Developing leadership skills.

### Role of the Board of Trustees

The Board of Trustees of the Washington State 4-H Fair have four primary functions:

1. Hire and supervise the work of the manager;
2. In cooperation with the manager, supervise the work of other salaried staff;
3. Serve as an advisory board to Washington State University Extension on policies, procedures, and program development regarding the State 4-H Fair;
4. Serve in functional roles during the fair as requested by Fair Management;
5. Serve on internal committees as appointed by the President of the Fair Board

### Role of Washington State University Extension

Washington State University is the authorizing agency for the State 4-H Fair. As the authorizing agency, it has entered into a contract with the State Department of Agriculture to administer the funds allocation for the operation of the State 4-H Fair, but WSU Extension is held responsible to see that these funds are used appropriately. The 4-H program is part of the educational programs funded by federal, state, and county monies. The use of the name and emblem for 4-H is authorized by federal statutes. WSU Extension is responsible to the funding agencies to conduct an educational program within the purposes of the enabling legislation and within the policies of the funding agencies.

There is no simple and absolute distinction between the roles of the volunteers and the roles of WSU faculty. However, generally the volunteer staff conducts the Fair and the WSU faculty make sure the programs conducted are educationally sound.

### Term of Office

The term of office is for three years. There is no maximum term limit for adult trustees.. Terms begin and end in October. The Fair Board Executive Committee appoints Youth Trustees for a 2-year term. WSU Staff Representatives are appointed for a 2-year term by the State 4-H Program Leader, and may be reappointed.

### State 4-H Fair Responsibilities

During the State 4-H Fair, Board members are expected to be on the grounds for at least four days or as the budget permits. The Board serves in functional roles during the fair on specific problem areas and to

support the Fair Manager and Staff. Arrangements for lodging are made by the Fair Manager or salaried staff, in cooperation with the Board members.

### Meetings

There are three regularly scheduled meetings for members of the State 4-H Fair Board. They are as follows:

First (Fall) Meeting – This meeting may be held at the State 4-Volunteer Recognition Event or at another time deemed appropriate. During this meeting, officers are elected and committee assignments are made and recommendation from the counties are received. The meeting will include an overall fair evaluation and recommendations for future years. Personnel issues such as evaluations and staffing assignments for general superintendents are made.

Second (Jan-Feb) Meeting – This meeting will include decisions on the recommendations received and updates to the exhibitor guide. Committees will make preliminary plans for the upcoming fair.

Third Meeting (March-April) - This is usually a two day (all day Saturday, and Sunmorning) meeting held in either late March or April. The annual fair budget is developed and contracts for salaried staff are renegotiated. Committees will continue working on plans for the fair.

### Lodging at Meetings

Arrangements for lodging are usually make by the Manager. The fair pays lodging expenses and requests reimbursement from trustees for guests as appropriate. Lodging costs for Trustees are covered at the rate of one-half the cost of a double (two bed) room. Rooms will be paid at one-half the double rate if singles are requested. Lodging expenses for WSU Extension representative trustees are paid from the State Program Leader's funds at Washington State per diem rates.

### Meals and Travel

Travel should be coordinated to reduce costs. Mileage is paid at \$0.22 per mile. Meal expenses are reimbursed up to \$20.00 per day. Receipts are requested. No meal reimbursement is made during the fair. Check with the fair office to see what is cooking in the crockpot. Travel and meal expenses for WSU Extension representative trustees are paid from the State Program Leader's funds at Washington State per diem rates.